

COUNTY OF MONTGOMERY

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REQUEST FOR PROPOSAL, RFP # 23-06 issued September 26, 2022 ADDENDUM NUMBER 1

DATE: October 17, 2022
TITLE: Consulting Services for Organizational and Management Assessments

Amendments:

1. No further questions will be accepted after the issuance of this addendum.

Clarification:

1. **Question:** In reference to this RFP, in Part III, A, 7, you are asking the consultant to be available onsite within 48 hours after notification of need. Is there flexibility to this amount of time? Can you indicate why 48 hours is requested?

Montgomery County Response: We are flexible on the 48-hour response time; however, we feel it imperative the vendor be accessible and available to provide a prompt response to management issues that are considered time sensitive.

2. **Question:** In Attachment A, Terms, point 5 makes reference to indemnification for any claim during the performance of the contract. Is there flexibility to include the term negligence, such that the consultant would be responsible for any negligent acts or omissions, rather than anything arising out of the performance or nonperformance of the contract?

Montgomery County Response: This is a standard Montgomery County term. Offeror's proposals should indicate any exceptions taken to RFP terms and conditions. If an offeror is invited to negotiations, any exceptions will be discussed further.

3. **Question:** Has the County procured similar services in the last three years? If so, can you share the name of the vendor?

Montgomery County Response: The County has worked on a limited basis with both Assura, Inc. and The Sherwood Wilson Group.

4. **Question:** Does the County have an estimated budget for the project? Have the funds been allocated?

Montgomery County Response: We do not have an estimated budget or certain amount of funding specifically approved for this project as the services would be utilized on an "as needed basis".

5. **Question:** Will the County consider submission by email only?

Montgomery County Response: This RFP is considered a sealed procurement, therefore emailed responses cannot and will not be accepted. Offerors should follow the instructions in section IV of the RFP for submission of proposals.

6. **Question:** Page 4 of 9 of the RFP states “The contractor shall be available to provide onsite services to the County within 48 hours after notification of need”. Can the County clarify this requirement? Is this for specific meetings? If so, how many are expected? Or, does it mean that all future services MUST be provided on-site, after the said notification? i.e. no remote work allowed.

Montgomery County Response: We are flexible on the 48-hour response time; however, we feel it imperative the vendor be accessible and available to provide a prompt response to time sensitive questions or issues. The appropriateness of any response is largely defined by the circumstances and the scope of services provided by the impacted department. Issues that are time sensitive in nature would require a prompt response that may or may not require an onsite visit by the vendor. The County will ultimately decide if a vendor needs to be onsite.

7. **Question:** Does the project represent a continuation of a past or current effort or is this a new initiative? If you have used a similar process in the past, what parts do you wish to retain, and which parts do you wish to improve or discard?

Montgomery County Response: Although the County has utilized consultants in the past, this approach represents a new initiative whereby Department Directors will have access to consulting services on an as needed basis for the purpose of providing organizational and management assessments that may be specific to a single department or part of a more comprehensive review of the overall management and organizational structure.

8. **Question:** Do you have an incumbent who provides similar services to those described in the RFP? If yes, what advantage, if any, would such a vendor have in competing for the current project? What was most and least useful about the experiences?

Montgomery County Response: The County has utilized similar services in the past for specific departmental projects. The scope of future projects is inherently diverse given the vast range of services provided by County departments that may fall outside the experience and/or expertise of any one specific vendor. Vendors utilized in the past may not be suitable for certain future projects as they will vary in scope depending on the impacted department.

9. **Question:** We noted that your Statement of Need stated, “The contractor shall be available to provide onsite services to the County within 48 hours after notification of need.” What percentage of services do you anticipate will be performed in-person versus virtually? Which services do you anticipate will be in-person? Which services do you anticipate will be delivered virtually? What is your preferred modality for meetings (in-person, virtual)?

Montgomery County Response: It is anticipated the majority (over 75%) of the services would be provided in-person. We recognize there are instances that are time-sensitive in nature that may require a virtual response. In most instances in-person meetings are preferred.

10. What is your estimate of the number of individuals who would be served by the project? What are their titles? Are you anticipating individual services, group services, or a mixture of both?

Montgomery County Response: The approximate number of individuals served by the project is 20, which includes County administration and the various department directors. We anticipate a mixture of both individual and group services on an as needed basis.

11. **Question:** What is your budget or budget range or how much have you spent on similar work in the past? Will travel be included in this budget?

Montgomery County Response: We do not have an estimated budget or certain amount of funding specifically approved for this project as the services would be utilized on an “as needed basis”. Because this is a new initiative, past experience does not represent future expectations. One relatively small project has been completed in the three years and the total cost was less than \$5,000. We recognize vendors may require reimbursement for travel expenses. This cost will be evaluated with the total bid costs.

12. Question: Do you have a local preference for contractors?

Montgomery County Response: No.

13. Question: Why are you choosing to outsource this project rather than staffing it internally?

Montgomery County Response: The County is seeking to utilize independent resources to provide objective assessments and associated feedback on specific management and operational aspects of our organization and individual department. We do not have resources available to staff internally.

14. Question: Will answers to questions from all potential vendors be shared among all of us?

Montgomery County Response: Answers to all questions asked prior to this addendum are included in this addendum, which will be posted publicly on the Montgomery County website at <https://montgomerycountyva.gov/> and the Commonwealth of Virginia e-procurement website at <https://eva.virginia.gov/>.

15. Question: Will we be able to learn who the other bidders are?

Montgomery County Response: The evaluation of the proposals is a confidential process. The names of all offerors will be shared with all offerors after award.

16. Question: In our proposal, may we include references and hyperlinks to electronic resources, e.g, to web pages?

Montgomery County Response: Please refer to section IV.A.2, Proposal Preparations on page 5 of the RFP. Proposals should be concise and clear, but should also provide complete and adequate information to allow for timely and efficient evaluation by the committee.

17. Question: Has the County identified specific departments for operational assessments, training, or other relevant engagements? If so, could you please identify any or all of those expected engagements?

Montgomery County Response: At this point the County has not identified specific departments for operational assessments; however, trainings and/or engagements in particular areas including but not limited to departmental management, organizational structure and customer service are being considered.

18. Question: Does the County have an annual or cumulative budget for this contract? If so, could you please identify said budget or price range?

Montgomery County Response: We do not have an estimated budget or certain amount of funding specifically approved for this project as the services would be utilized on an “as needed basis”.

19. Question: Regarding the timeline for key deliverables, are there any specific goals that this assessment must align with (e.g., prior to budget adoptions, before fiscal year end, etc.)?

Montgomery County Response: Projects are undertaken on an as needed basis with their own unique set of assessment criteria and performance goals.

20. Question: Has the County seen or reviewed any examples of this type of assessment for other municipalities that are similar to the type of assessment you are requesting?

Montgomery County Response: No.

21. Question: Will specific County staff be assigned to support this project? For example, will specific County staff assist with scheduling meetings, arranging spaces and other logistics, gathering requested information, etc.?

Montgomery County Response: Yes, the County will provide logistical support for the projects as they arise.

22. Question: In the RFP response, does the County want the identification and biographies of any key staff members?

Montgomery County Response: Offerors should provide any information which will assist the evaluation committee in determining offeror's qualifications and experience. Identification, biographies, resumes, etc. of key staff members would be helpful.

23. Question: If the County awards contracts to multiple vendors, how will the County go about selecting a vendor for each individual project?

Montgomery County Response: County departments are diverse in their scope of service; therefore, the vendor's experience as it relates to the specific project and impacted department will be evaluated during the selection process.

ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

COMPANY/FIRM NAME AND ADDRESS:

Zip Code _____

SUBMITTED BY:

NAME: _____
(print)

SIGNATURE: _____

TITLE: _____

DATE: _____

Telephone Number: (____) _____

Fax Number: (____) _____

Email: _____